



Mpumalanga Department of Education

_____ **Laerskool Barberton** _____

Name of School

_____ **Barberton** _____

Name of Circuit

_____ **Ehlanzeni** _____

Name of District



CODE OF CONDUCT

CODE OF CONDUCT



This Policy was adopted by the SGB on

(Date)

Signatures:

SGB Chairperson

SGB Secretary

School Principal

Circuit Manager

Code of conduct for learners

Part 1

Code of ethics

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- adhere faithfully to this code of conduct and all the rules and regulations of *Laerskool Barberton Primary School*;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the school credit;
- do my school work diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20__

LEARNER

Part 2

Code and rules of conduct

1. Introduction

This document is the code of conduct of *Laerskool Barberton Primary School*, as approved by the governing body on 27 November 2018. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

2. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the school's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the school's code of conduct and its provisions. As soon as learners are enrolled at the school/hostel, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

Vision of the school.

We at Laerskool Barberton Primary, see each learner as a child entrusted to us, to evolve into a well-developed individual showing principles of character and to empower them through the acquirement, demonstration, articulation and valuation of knowledge and skills, enabling them to make a contribution to society while practicing the core values of respect, tolerance, inclusion and excellence, leading to the fulfilment of each individual's potential within the broader community in all its diversity for a brighter tomorrow.

Mission of the school

To provide a nurturing environment committed to achieving excellence by providing highly effective educators, focused on improving student performance and achievement, through their commitment to ongoing professional development, quality teaching evidence based practices, coaching, mentoring and collaboration.

All learners are challenged to reach their maximum potential by learning at their functional level to provide a solid foundation of skills, knowledge and values in a quality inclusive learning environment that is responsive to individual learner voice.

This foundation will enable each learner to become a well-educated productive adult, able to cope in an ever changing world and enabling them to make a positive contribution. Providing stimulation and challenge for both the talented and less talented learners is one of primary objectives.

To enable learners access to learning through the provision of:

Differentiated, in-depth and cohesive learning programs aligned to year level content and achievement standards informed by the South African CAPS Curriculum.

Opportunities for community and parents to participate in learning and decision making partnerships.

CHARACTER BUILDING CAMPAIGN

Character building is a vital part of a child's education. Most students need it desperately. The idea is to identify a motto for the year as well as a theme for each

term, with approximately 5 or 6 character traits associated with that theme. Each character trait will be presented in the Hall during Assembly by different educators.

At the same time, the theme, as well as the character traits, will be displayed on banners outside the school hall. Each teacher will be given an A4 poster with the trait and a picture, to put up in the classroom, in a prominent position. Teachers are encouraged to speak to their classes about the trait and to hopefully include it in their class 'talks'.

Seniors:

- Helpful
- Diligent
- Obedient
- Responsible
- Honest
- Eager
- Respectful
- Determined
- Tolerant
- Integrity

Juniors

- I help
- I work hard
- I obey
- Responsible
- Honest
- Eager
- I show respect
- I don't give up

3. Code of conduct

General rules

- 3.1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 3.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.

- 3.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 3.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 3.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 3.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.
- 3.7 The use of cellphones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission.
- 3.8 The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.
- 3.9 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

3.10 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.

3.11 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.

3.12 Transgressions that may lead to suspension and/or expulsion include but are not limited to:

- conduct that poses a threat to others' safety and infringes upon others' rights;
- possessing, threatening with or using dangerous weapons;
- the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
- fighting, assault or abuse;
- indecent behaviour or swearing;
- adopting or assuming a false identity;
- harmful graffiti, hate speech, sexism or racism;
- theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
- unlawful conduct towards and/or vandalising, destroying or damaging school property;
- disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- repeated violations of school rules or this code of conduct;
- criminal and oppressive behaviour, such as rape and gender-based harassment;
- victimisation, bullying and intimidation of other learners;

- the transgression of examination rules; and
- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

4. Class rules

- 4.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 4.2 The class rules must be compiled in writing and –
- 4.2.1 immediately be tabled to the principal and school governing body;
- 4.2.2 be displayed in a legible format in a prominent spot in the classroom; and
- 4.2.3 be made available to all learners and their parents.
- 4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.
- 4.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

5. Rules with regard to appearance and school wear

- 5.1 School wear
- 5.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.
- 5.1.2 School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances.
- 5.1.3 Clothing rules

Appearance and Dress Code

A. GIRLS

Hair

- Cut short - tied back if over the collar. Fastened in one or two ponytails.
- No fringe over eyes - cut or clipped back.
- Bows, elastic, Alice bands, stretch bands and ribbons must be blue, white, red or yellow.
- Extensions must be the same colour as the natural hair and must be fastened into a ponytail or two.
- Hair may not be coloured.
- No fashion hair styles.

Jewellery

- Earrings: only studs (gold or silver) may be worn.
- No stones, hearts or stars may be worn.
- Gold or silver sleepers may be worn. Only **rings** without any dangling accessories.
- Only one earring per ear is permitted.
- No pendants, beads, bracelets or ankle chains, belly rings, tongue studs or rings, may be worn.
- No rings may be worn – only signet rings.
- Watches, without dangling accessories, may be worn. “Medic Alert” bracelets and/or chain may be worn.

Make-up and nails

- No eye make-up may be worn.
- No lipstick or lip-gloss may be used - colourless lipstick is not permitted.
- No blusher may be used.
- Nails must always be short and clean
- No nail polish - coloured or colourless - may be worn
- Nails may not be coloured with pens.
- No signs or drawings (henna/pens/tippex) may appear on any part of the body
- No drawings or dots may appear on the forehead.

UNIFORM RULES: GIRLS

- A gingham blouse and a grey skirt must be worn. Skirt length : **NOT** shorter at the back, than the bend of the leg.
- Suitable, non-revealing underwear must be worn.
- Grey/black/blue ski-pants may be worn under school skirt. It must not be longer than the dress.
- Names must be clearly written on clothing or clearly marked.
- Black school shoes with short white socks, neatly folded down, must be worn. Shoes must be clean and fasten with a buckle or shoe laces.
- Girls may come to school bare-footed.
- Muslim girls may wear a blue scarf without any decorations.
- Girls may wear loose-fitting long grey trousers with grey school socks. **NO** tight fitting trousers.
- On cooler days a school Dri-mac, jersey or school track suit top may be worn. It should not be torn in any way.
- No T-shirts underneath the school blouse.
- Provincial colours - tracksuits, tracksuit jackets or tops may be worn on Fridays. First team players may wear their red jackets on Fridays.
- A royal blue tracksuit or a school tracksuit may be worn with gingham blouse or blue school golf shirt, white socks and takkies.
- No Hi-Tops (boot type takkies) may be worn.
- Takkies may only be worn with tracksuits and white socks and black shoes may only be worn with the grey school skirt and trousers.
- Slacks or tracksuit pants may not be worn under a school skirt. (Muslim girls may wear long grey trousers, according to prescribed regulations and material, underneath their skirts.
- The length of the grey trousers **must be below** the ankle joint.
- **ONLY** grey socks must be worn with the long grey trousers.
- Only takkies **MAY** be worn with the track suit.
- Black school shoes **ONLY** may be worn with long grey socks or short white socks with the school skirt.

- A royal blue "Dri-Mac" type jacket may be worn, provided that there are no designs on the jacket.
- Gloves and scarves (buffs) must be royal blue. (winter only)
- No hats / beanies may be worn.
- Long black stockings (tights) may not be worn.
- No „Hi Tops“ (boot tackies) may be worn
- School track suit top or school jersey may be worn with the school grey skirt.

Civvie Days: Neat, acceptable clothing. No tightfitting or see through clothes are acceptable. Blouse should cover the same parts of the body that the school clothes do.

B: Boys

Hair

- Hair forms part of the school uniform and therefore it must be kept, neat, short and manageable.
- Extreme and flamboyant style are unacceptable and NOT allowed.
- Back: Hair may not touch the collar.
- Front: Hair must be kept at least 1cm above eyebrows. No long fringes.
- Side: Hair must be short and not touch the ears.
- No patterns may be shaved in the hair and no double line patterns.
- Hair may not be coloured.
- No hats / caps / headpieces may be worn.
- All facial hair must be shaven.
- Muslim boys may wear a blue topi.
- No designs or drawings are allowed on the scalp. Eye brows may not be shaved.

Nails / jewellery

- Nails must be short and clean.
- Nails may not be coloured with pens.
- No pendants, chains, rings or earrings may be worn.
- Watches may be worn. No dangling accessories may be on the watch
- No signs or drawings with henna, pen or tippex on any part of the body.

UNIFORM RULES: BOYS

- Blue school shirt and grey short or long pants.
- Long grey socks or school socks and black school shoes.
- Boys may come to school bare-footed when wearing short grey pants and a blue school shirt.
- No T-shirts may be worn under school shirts. Vests may not stick out.
- Muslim boys may wear a blue topi.
- On cooler days, a school jersey, school drimac or school tracksuit top may be worn.
- Blue short or long sleeved school shirt
- A black belt must be worn with long pants.
- A royal blue school tracksuit with a blue school shirt or blue school golf shirt.
- Takkies may ONLY be worn with tracksuits. No Hi-Tops (boot type takkies) may be worn.
- Black school shoes and grey socks MUST be worn with long or short grey school pants.
- A royal blue "Dri-Mac" type jacket may be worn, provided that there are no designs on it.
- Gloves and scarves (buffs) must be royal blue. (winter only)
- All clothing must be marked
- Track suit top may be worn with the grey trousers. The jersey or jacket should not be torn in any way.
- Provincial colours - tracksuits and blazers may be worn on Fridays. First team players may wear their red jackets on Fridays.

PT clothes (Life Skills period only)

Girls - Swim wear

Black or navy full school bathing costume and towel (for P.T. classes only) – when requested in a separate bag.

Boys – Swim wear

Black or navy or school bathing costume and towel (for P.T. classes only), in a separate bag.

1.1.4 Any caps or headgear other than those prescribed in the clothing rules are prohibited.

1.1.5 The governing body may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

6. Sports and extracurricular activities

6.1 Participants in sports and extracurricular activities

6.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

6.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.

6.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

6.1.3.1 the sports head and the educator involved in the relevant sports code;

6.1.3.2 the referee or adjudicator with regard to the relevant activity; and

6.1.3.3 the team captain.

6.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

6.2 Spectators and supporters at sports and other extracurricular activities

6.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

6.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

6.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

6.2.4 Learners participate in the following sport items:

- Athletics, cricket, netball, rugby, cross-country, mini-netball, mini-rugby, mini-soccer, swimming, hockey, etc.
- A policy for each sport activity is kept by the coach and organizer of the specific sport.

6.2.5 Culture extracurricular activities are as follows:

- Chess, Eisteddfod, Culture week, Choir, Dance Festival, Concert, etc.

7. School property

7.1 'School property' includes the following: (Specified in home work book)

7.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings

7.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

7.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

7.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

7.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

7.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall

replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

8. The Representative Council of Learners (RCL) and school leaders

- 8.1 The RCL and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 8.2 RCL members and other school leaders shall bring transgressing learners to the staff of the school, whereafter line functions will be followed.
- 8.3 All learners shall obey any reasonable instruction from a member of the RCL or another school leader, and shall support and cooperate with the RCL and other school leaders in properly executing their duties.

9. School notices

- 9.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

10. School work and homework

- 10.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 10.2 Learners must promptly carry out instructions in class.
- 10.3 All learners must have and maintain such homework book as may be required by the principal or class educator.
- 10.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the

learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.

- 10.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.
- 10.6 Learners are obligated to catch up as soon as possible on any work that they have missed.
- 10.7 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

11. Tests and examinations

- 11.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.
- 11.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

12. Punctuality

- 12.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

The school's gates only open at 06:45. There is nobody at school who is able to take responsibility for your child before that time. Staff members are only on duty at the scholar patrol points from 06:45.

The school's gates are locked at 07:15 for the safety of the learners and finally at 16:00 for the day. By then, there are no longer staff members at school. It

is therefore not very safe for your child to be left waiting in the street. The teachers are on bus duty until 14:00 – there is no supervision afterwards.

School starts at 07:15. Learners who are late cause a huge safety risk because the gates have to be left open, unguarded, for them to enter. Please co-operate with us by having your child at school on time.

13. Absence from school

- 13.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.
- 13.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 13.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

14. Environment

- 14.1 Learners have the right to a safe environment and school that are conducive to education.
- 14.2 Learners may not litter on school grounds or in school buildings.
- 14.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins.
- 14.4 Learners must leave restrooms in a clean condition.
- 14.5 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.

14.6 The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.

14.7 Learners shall comply with any reasonable instruction from the principal, any educator, RCL member or another school leader with regard to maintaining a clean and hygienic school environment.

15. Exemption from provisions of the code of conduct

15.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.

15.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.

15.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.

15.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.

15.5 The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.

16. In case of a violation of any provision in this code of conduct, the prescribed disciplinary procedure shall be followed.

SIGNED AT 27 ON THIS November DAY OF 2018

GOVERNING BODY CHAIR

PRINCIPAL

Part 3

Procedure for disciplinary action against learners

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

For the purposes of procedural matters, a violation of hostel rules shall be regarded as a violation of the code of conduct, and the same procedural requirements shall apply, with the necessary amendments, depending on the circumstances.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

The merit and demerit system of the school and the implementation thereof, are attached to this document as Annexure A.

1. Disciplinary action

MERIT SYSTEM:

When a learner displays exceptional achievement or assistance, he/she receives a merit card. A learner may use this card to cancel demerit points on the same day depending on the severity of the offence at the teacher's discretion.

If a learner has collected 10 merit cards, these can be exchanged for a reward. It is the learner's responsibility for the safekeeping of these merit cards. Lost cards will not be replaced.

DISCIPLINARY PROCEDURE FOR LEARNERS WITH A HIGH FREQUENCY OF DEMERIT POINT AND/OR SERIOUS MISCONDUCT.

A: OFFENSES - ACADEMIC

		Demerit points
A1	Homework not done or incomplete / Assessment task not handed in on a specified date	2
A2	Books at home, including text books, homework book /PT or swimming clothes at home	2
A3	Late for class	3
A4	Disrupting lessons / Keep fellow learners from doing their work / Inappropriate comments / Shouting comments during classes / Talking non-stop / Must be reprimanded regularly / Stand up in class without permission.	5
A5	Bad behaviour - swearing, spit at or bite/fighting (verbally) with each other	5

A6	Bad behaviour towards learners in leadership positions	5
A7	Bad behaviour - damaging property of others in/outside of class	5
A8	Not following instructions in class / Refusing to do punishment work.	3
A9	Copying a friend's homework and lending books to others to copy from	2
A10	Talking in the hall, rows, passages and ignoring the monitors.	2
A11	Skipping class / hall / leaving school ground without permission	5
A12	Refuses to give homework book to teachers and damages homework book / text book	5
A13	Fails to show report / letters / documentation to parents / not submitting tear-off slips / Covid form not returned to school and not completed.	2
A14	Possession of a cell phone without permission letter from parents. Usage of cell phone in class. Fine of R50 will be payable. Phone will be kept in school safe for a week. The school takes no responsibility for lost or stolen phones.	0
A15	Eating, drinking or chewing, especially chewing gum in class.	2
A16	Doing other subjects' work in class.	2
A17	Neglect or damage text books / library books	5
A18	Refuses to walk in rows with the rest of the class	2
A19	Missing stationary/Uses other learners stationary/Borrow from other learners	2
A20	Yellow "dismissal from class" form. Learner is dismissed from class due to bad behaviour	5
A21	When reprimanded, answers the teacher in a 3 rd language or talking in 3 rd language during lessons	5
A22	Duty group member neglecting duties	3
A23	Refuses to listen a teacher / unacceptable behaviour towards a teacher / disrespectful	5
A24	Attending a school/sport activity in casual wear, instead of school uniform.	3
A25	Throwing papers on playground / in classes.	2
A26	Bad behaviour during an excursion / sport activities / tour	5
A27	Blue letter interview	0
A28	Bad/unacceptable behaviour during break time	3
A29	Go to the tuck shop without permission	2

B: OFFENCES - GENERAL. (Dealt with by Grade Head and Head of Department)

B1	Making unacceptable remarks about or to a teacher	5
B2	Wears make-up / boys unshaved. (Parents must fetch learner immediately.)	3
B3	Incorrect school uniform / shoes / belt / dress too short / jewellery / religious/ unacceptable hair styles / wears slippers with school uniform / traditional wear, etc.	3
B4	Sales for personal gain / gambling amongst each other	5
B5	Neglects to return equipment or sport clothes.	2
B6	Disrespect towards religion / misbehaviour during hall.	3
B7	On prohibited area - school property, playground, corridors, etc.	3
B8	Smoking - on school grounds or in school uniform outside the school grounds / Bouver Park	10
B9	Smoking - as bystander - any proof that there was smoking/e-sigaret/hubbly bubbly, etc.	10
B10	Tampering with fire extinguishers or any other school property	10
B11	Physical contact - kissing, hugging, holding hands, physical and sexual suggestions.	5
B12	Absent from sport gatherings / practice sessions without an excuse / cultural activities	4
B13	Hiding learner's property / Hiding homework books during school hours or after school	3
B14	Lying / dishonest about school activities	5
B15	Fighting / threatening / intimidation / racism.	10
B16	Graffiti on any school property (Learner must repair) / Damages school property /Writing on wall charts / Writing on bathroom walls.	10
B17	Refrain from showing up for detention / disciplinary hearing.	10
B18	Disrupts detention	10
B19	Instigating and/or encouraging a fight	5
B20	Chanting, slogans, singing, shouting or making noises in class.	5

B21	Drawing on hands, arms, legs or body with pen, tippex or henna	3
B22	Repeated Category A transgressions (6 and more)	5

C: **SERIOUS OFFENCES (Dealt with by Deputy Principals)** Due to seriousness, an interview with the parent will be arranged immediately which will lead to immediate suspension.

C1.1	Unacceptable behaviour towards teacher - insubordination	10
C1	Theft	10
C2	Fraud	10
C3	Pornography / Drawing explicit pictures/words in text books, furniture or walls.	10
C4	Possession of weapons /dangerous objects (needles, knives, etc) of any description	10
C5	Inappropriate behaviour during school hours, during break or after school hours on school grounds / indecent exposure.	10
C6	Use of alcohol	10
C7	In possession of alcohol, hubbly bubbly, e-cigarettes or spice items or use of these items	10
C8	A bystander during the use of alcohol / sniffing of glue - or any such activity. / A bystander in the use of drugs of any description.	10
C9	Satanism / occult	10
C10	In possession / usage or selling of drugs of any description. /Tested positive for drugs at school	10
C12	Serious vandalism / Deliberate damaging of a teacher/another learner/school's property	10
C13	Abuse of any kind	10
C14	Physical abuse or bullying of any description	10
C15	Behaviour that will harm the school's image	10
C16	Incriminating cell phone photos/videos	10
C18	Dishonesty in examination / assessment - 0% for the test.	10
C19	Serious unacceptable behaviour	10
C20	Repeated Category B transgressions (6 and more)	10

D: **MERITS**

E1	2-point demerit may be bought off with a 2-point merit card the same day	2
E2	Shows good progress per subject. Improves with more than 10% per term	5
E3	Participation in sport or a culture activity	5
E4	Exceptional work in a subject - academic improvement of 5%	5
E5	Willing to assist teacher/peer on own time	2
E6	Exemplary behaviour in class situation during the term	4
E7	Excellent behaviour during excursions or extra-mural activities	5
E8	"Thumbs-up" badge	5
E9	Academic achievement between 70% and 79%	4
E10	Academic achievement between 80% and 89%	6
E11	Academic achievement 90% and above	10
E12	Attending detention, completing work and behaving in a respectful manner	3
E13	Parents attending meetings/report evening	3
E14	No demerits during a term	5
E15	100% School attendance per term	5
E16	Exemplary service as a duty group member	5

E: **SUMMARY:** Points accumulate for a disciplinary hearing and detentions for each term.

Accumulation of points

20 points	- 1 st e detention
40 points	- 2 ^{de} detention
60 points	- 3 ^{de} detention
80 points	- 4 ^{de} detention
100 points	- 5 ^{de} detention
120 points	- 6 ^{de} detention

} MAXIMUM OF 6 DETENTIONS

1 DISCIPLINARY ACTION

- After a learner has received 20 demerit-points, he/she must sit in detention.
- A parent may, in writing, stipulating valid reasons, request that the detention class be postponed.
- Should the request be granted, the learners must attend the next detention class.

2 CORRECTIVE ACTION FOR SERIOUS MISCONDUCT

Serious misconduct is immediately referred to the Principal who will decide what the course of action will be.

- The parents are informed or called to the school.
- The matter is referred to the Disciplinary Committee.
- The learner is charged with disciplinary action.
- The learner is denied access to the school grounds and is placed in the care of the parents till further action is taken.
- The matter is referred to the SAPD.

With reference to the Disciplinary Committee: this committee must manage the matter so that the best interests of the school and child are served. The majority interest should apply. The Disciplinary Committee has the authority to enforce one of, a combination of or any other sentence not listed below.

- a) Suspend the learners for a maximum of 5 consecutive school days.
- b) Deny the learner certain privileges.
- c) Refer the learner for professional help.
- d) Recommend that the learner be expelled.

- e) Suspend the sentence for a period of no longer than 90 days from date of sentence.
- f) Refuse the learner admission with the start of the new academic year.

DISCIPLINARY HEARINGS

After 2 x detentions = Parent interview with Grade Head and 2 educators.

After 4 x detentions = First disciplinary hearing – Disciplinary Committee as indicated below.

COMMITTEE

Chairperson of Governing body

Grade Head and Head of Dept. Guidance (HOD) who does administration and acts as prosecutor.

All members of the SGB Disciplinary Committee.

Parents

Learner charged.

IMPORTANT

Parents and relevant committee members receive 7 calendar days notice of a disciplinary hearing.

If parents fail to attend meeting, they must give a written apology but the hearing will continue in absentia.

Punishment as a result of the disciplinary hearing:

- detention again
- prohibited from attending civvie days.
- prohibited from certain privileges eg. Veldschool, tours and excursions.
- after second disciplinary hearing – referred to Aid services.

Detention days

- Wednesday, directly after school until 15:30.
- No electronic equipment is allowed.

Detention Classes

When a learner has 20 demerit points, the learner has to attend detention class.

The register teacher sends the parents, 2 days prior to the detention, a letter with a reply slip to be returned the following day. Parents are also notified by SMS.

If the reply slip is not returned the next day, the learner receives demerit points and a second letter.

If the second letter is not returned, the learner is reported to the HOD Guidance and the parents are phoned.

The learner and parents will be informed of the day and date of the detention class. If the learner is absent on the day of the detention, his/her punishment is postponed to the next detention class and the parents must send a letter explaining the learner's absence on the day of detention. A parent may, in writing and offering valid and well founded reasons, make a once off request that the detention be postponed. Please no reply request for detention postponement per SMS. If punishment is not done by the learner code B17 is the next step.

FORM OF DETENTION CLASSES

The detention classes entail:

- Two hours of detention after school. Learners will be given work to do or will have to copy the school rules during detention classes, as arranged internally per grade.

2. Preventative suspension

Based on reasonable grounds and intended as a precautionary measure, the governing body may suspend a learner from attending school for up to seven school days if such learner is suspected of having committed serious misconduct (Category C). However, such suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

3. Disciplinary hearing

3.1 Preliminary inquiry

When a learner is suspected or alleged to have committed a major transgression (Category C), the school principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted.

3.2 Hearing

3.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

3.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.

3.2.3 At least five school days must lapse between the delivery of the notice and the hearing.

3.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

3.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.

- 3.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 3.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 3.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 3.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 3.2.10 The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.
- 3.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- 3.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its

ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

3.3 Finding and sanction

3.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

3.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

4. Internal appeal

4.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.

4.2 The notice of appeal must clearly outline the grounds for the appeal.

4.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.

- 4.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 4.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.
- 4.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 4.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.
- 4.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 4.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 4.10 In considering the appeal, the appeals committee may:
 - a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
 - b) impose an alternative sanction (including a heavier sanction); and
 - c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

5. General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.

SIGNED AT 27 ON THIS NOVEMBER DAY OF 2018

GOVERNING BODY CHAIR

SCHOOL PRINCIPAL

Part 4

Specimen documents

1. Notice of a disciplinary hearing
2. Notice of the outcome of a disciplinary hearing
3. Plea and sentence agreement (plea bargain)

**NOTICE OF THE DISCIPLINARY HEARING OF A LEARNER, TO BE PRINTED ON THE
SCHOOL'S LETTERHEAD**

Name of the learner:

Address:

By hand

Notice of a disciplinary hearing

Please note that you will be expected to appear before the disciplinary committee of the governing body as per the date, time and venue stated at the end of this notice to answer to the charge(s) brought against you, the details of which appear below:

Charge(s)

You are charged with misconduct, as you are alleged:

- 1 to have violated rule (*insert rule number*) of the school's code of conduct on _____ (*insert date of transgression*) at _____ (*insert place of transgression*) by _____ (*provide brief summary of the details of the transgression*); and
- 2 (*Repeat the above if more violations are alleged.*)

Please note the following:

1. You are entitled to be represented during the proceedings, either by your parent or a person appointed by your parent.
2. Should you plan to make use of legal representation, the process to obtain the necessary permission, as prescribed in the school's code of conduct, must be followed. Any legal representation shall be for your own cost.
3. You will be entitled to question witnesses who may testify against you; to testify yourself; to call witnesses; to scrutinise documentary evidence brought against you, and to table your own documentary evidence as well.

4. You are responsible to ensure that witnesses whom you wish to call to testify on your behalf attend the proceedings and remain present for as long as their presence is required.
5. You will be entitled to address the committee on any matter with regard to the proceedings.
6. The inquiry shall be conducted in the language of the school. Should you require the services of an interpreter, you will be responsible for the necessary arrangements.
7. Should you fail to attend the proceedings or remain present until the proceedings have been finalised, the hearing may proceed or be finalised in your absence.
8. You are responsible to acquaint yourself with the school rules with regard to disciplinary proceedings, as contained in the school's code of conduct.
9. Please attend the proceedings in your school uniform.

Date of hearing:

Time of hearing:

Venue of hearing:

SCHOOL PRINCIPAL

DATE

Hereby, I, _____, acknowledge receipt of the letter on _____.

Signature of learner

Signature of parent

**NOTICE OF THE OUTCOME OF THE DISCIPLINARY HEARING OF A LEARNER, TO BE
PRINTED ON THE SCHOOL'S LETTERHEAD**

Name of the learner:

Name of the prosecutor:

Address:

By hand

Notice of the outcome of a disciplinary hearing

Please be informed of the outcome of the disciplinary hearing held on _____ (*insert date*) with regard to the charge(s) brought against _____ (*insert name of learner*).

Charge(s)

1. (*Merely insert 'guilty' or 'not guilty'.*)
2. (*Repeat the above if more than one violation had been alleged.*)

Reasons for finding:

(*Supply full reasons for the committee's finding.*)

Sanction

The following sanction will be imposed:

1. (*Insert details of the sanction.*)
2. (*Repeat the above if more guilty findings have been made.*)

Reasons for the sanction

(*Supply full reasons for the committee's decision on the sanction.*)

Chair: Disciplinary committee

DATE

Hereby, I, _____, acknowledge receipt of the letter on _____.

Signature of learner

Signature of parent

Signature of prosecutor

Plea bargain between the governing body of (school) and (learner)

1. INTRODUCTION

Whereas:

1.1 the learner is charged with _____ (*outline the details of the charge/charges here*),

the parties hereto now agree as follows:

2. CONSULTATION

2.1 The prosecutor, _____ (name), has been authorised in writing by the governing body to negotiate with the learner and to enter into an agreement.

2.2 The prosecutor and the learner, as represented by _____ (lawyer), have negotiated and entered into this agreement with regard to a guilty plea by the learner as well as an appropriate sanction that is to be imposed by the governing body.

2.3 The prosecutor has consulted the governing body and the victim concerned (*if a fellow learner/the school or someone else has suffered losses or damage due to the learner's actions*) and afforded them the opportunity to make recommendations on the content of the agreement. The relevant parties are satisfied with the content of the agreement.

3. THE LEARNER'S RIGHTS

3.1 The learner acknowledges that he/she had been fully informed of the following rights before he/she has entered into this agreement:

3.1.1 That he/she is deemed innocent until proven guilty beyond a reasonable doubt

3.1.2 That he/she may remain silent and is not forced to testify during the proceedings

3.1.3 That he/she is not forced to give self-incriminatory evidence

3.1.4 That he/she is not forced to enter into this agreement

4. SUMMARY OF THE MATERIAL FACTS

OUTLINE FACTS HERE

5. PLEA AND FORMAL ACKNOWLEDGEMENT

- 5.1 The following facts are common cause and have been agreed between the parties. The learner pleads as follows, and also wishes to acknowledge the following:
- 5.2 The learner acknowledges that he/she has read through the charge, as outlined in the charge sheet; that he/she understands the nature and meaning thereof, and that he/she pleads guilty on the charge of _____ (*briefly repeat the details of the charge/charges*), and wishes to confirm the following:
- 5.3 The learner acknowledges that he/she has entered into the agreement voluntarily, unrestrained, knowingly and without undue influence.
- 5.4 The learner further acknowledges that he/she is personally aware of the admissions of guilt below:
- 5.5 *OUTLINE FACTS OF TRANSGRESSION HERE*
- 5.6 The learner further acknowledges that, throughout, he/she had been aware that his/her actions were contrary to the school's code of conduct, and that he/she might be punished.

6. ATTENUATING CIRCUMSTANCES

- 6.1 The learner has pleaded guilty.
- 6.2 The learner has no previous convictions (if applicable).
- 6.3 *MENTION FURTHER CIRCUMSTANCES THAT MAY APPLY*

7. AGGRAVATING CIRCUMSTANCES

- 7.1 The transgression concerned is of a serious nature.
- 7.2 The transgression had been premeditated (if applicable).
- 7.3 *MENTION FURTHER CIRCUMSTANCES THAT MAY APPLY*

8. AGREEMENT ON A FAIR SANCTION

- 8.1 The parties concerned have agreed on an appropriate sanction, and requests the governing body to impose it.
- 8.2 All parties have taken into account the gravity of the agreement, the interests of the school community, and the personal circumstances of the learner.
- 8.3 The parties agree that the following constitutes a fair and just sanction under the particular circumstances:

OUTLINE SANCTION HERE

SIGNED AT _____ ON THIS _____ DAY OF _____ 20__

LEARNER

LEGAL REPRESENTATIVE OF THE LEARNER

PROSECUTOR

CHARACTER BUILDING CAMPAIGN

Character building is a vital part of a child's education. Most students need it desperately. The idea is to identify a motto for the year as well as a theme for each term, with approximately 5 or 6 character traits associated with that theme. Each character trait will be presented in the Hall during Assembly by different educators.

At the same time, the theme, as well as the character traits, will be displayed on banners outside the school hall. Each teacher will be given an A4 poster with the trait and a picture, to put up in the classroom, in a prominent position. Teachers are encouraged to speak to their classes about the trait and to hopefully include it in their class 'talks'.

Seniors:

- Helpful
- Diligent
- Obedient
- Responsible
- Honest
- Eager
- Respectful
- Determined
- Tolerant
- Integrity

Juniors

- I help
- I work hard
- I obey
- Responsible
- Honest
- Eager
- I show respect
- I don't give up